



**DELBERT HOSEMAN**  
*Secretary of State*

TO: Circuit Clerks  
County Election Commissioner Chairs

FROM: Matt Grubbs  
Director of Elections Administration/HAVA Administrator

DATE: April 14, 2011

SUBJECT: GEMS Election Operations Training 2011

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The Secretary of State's Office invites you to attend one of the "GEMS Election Operations" training sessions listed on the attached pre-registration form. **The training sessions can accommodate one (1) participant from the Circuit Clerk's office and one (1) participant from the Election Commission for each county.** (We will not be able to reserve any additional seats.) To reserve seating, each participant should complete and submit the attached pre-registration form. Please determine who will benefit most from this training in your office and coordinate with your members to verify who will attend. **Please pre-register for the session you wish to attend; space is limited.** See the attached syllabus for specific details about the course.

The document you will need to bring to the class will be posted on our secure website ([www.sos.ms.gov/electftp](http://www.sos.ms.gov/electftp)) by May 10<sup>th</sup>.

Please fax or mail your completed registration form by May 5<sup>th</sup>, to the attention of:

Amanda Frusha, Training Coordinator  
MS Secretary of State's Office  
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